CITY OF BRAZIL

Ann Bradshaw, Mayor
Karen McQueen, Clerk-Treasurer

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BOARD OF PUBLIC WORK AND SAFETY

A meeting with the Board of Public Works and Safety was held on February 24, 2011 at 10:00 a.m.in the Council Chambers of the Brazil City Hall.

ROLL CALL: William Lovett, Jack Nelson, Tracy Lawson, City Attorney and Deputy Clerk-Treasurer Jenna Godsey.

APPROVAL OF MINUTES: William Lovett made a motion to approve the minutes. John Nelson seconded the motion. Passed 2/0.

AUDIENCE COMMENTS
　　None

OLD BUSINESS
　　None

NEW BUSINESS

1.　Purchase Agreement for Land – William Lovett made a motion to table till next meeting, John Nelson seconded the motion. Passed 2/0.

2.　Amending Minutes for Fire Contract – Oct 12, 2010 minutes said $17,000 and we will need to change that to $20,000 to make numbers match. William Lovett made a motion and John Nelson seconded it. Passed 2/0.

3.　Mike Cashman - Computers. Mike Head's computer crashed when ice storm hit & IT person Mike Cashman said that he had to take it to Computer Central to get it fix.
Mike recommended the following suggestions
　　a.　Short off all computers everyday.
　　b.　Anti-virus needs to be installed if needed.
　　c.　Need to have anti-virus and should be up to date. *SEE ATTACHMENT.

4.　Stacey Unsafe Buildings (3) – 504 Ringo St. & 814 W North
504 Ringo
　　Owner hurt his back, but he is going to try and put in a new window as soon as possible.
　　House need to have new windows, roof and siding.
　　Owner needs to report back in 90 days to see where progress is to make sure home has improved.
814 W North
　　Owner also has 90 days to prove progress.
　　Needs to get Building Permit .
　　Needs to take inventory of what needs to be fixed.

William Lovett, Jack Nelson,
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5. Nextel Phone – Some employees want to keep old cell phone. We can sell it to them for $1.00. William Lovett made a motion and John nelson seconded. Passed 2/0.
6. Time Off for Firefighters – certain shifts will allow for more time off than other shifts and certain fire fighter would like to have a motion to change the rules so that all shifts are created equal. William Lovett made a motion and John Nelson seconded it. Passed 2/0.
7. Police Education Fund - $5,310.26 total and would like to make purchases out of this fund.
   AED - $900.00
   Taser - $1,000.00
   Badges - $45.00
   William Lovett made a motion and John Nelson seconded it. Passed 2/0.

CLAIMS
1. Clerk's Office – John Nelson made motion to approve claims and William Lovett seconded it. Passed 2/0.
2. Utilities – John Nelson made a motion to approve claims and William Lovett seconded it. Passed 2/0.

FUTURE AGENDA ITEMS
None

ADJOURMENT: A Motion to adjourn meeting was made by Jack Nelson and seconded by William Lovett. Passed by 2/0. Meeting adjourned at 1:40 a.m.

Jenna Godsey, Deputy Clerk-Treasurer.

William Lovett, Jack Nelson,
Ann Bradshaw, Mayor

RECOMMENDATIONS FOR CITY OF BRAZIL TECHNOLOGY POLICY
PRESENTED TO BOARD OF WORKS ON 2/24/11
BY MICHAEL CASHMAN

BACKGROUND

During the ice storm events a couple of weeks ago, Mike Head's computer suffered a severe problem. It would start the boot up process and before the files needed for desktop functions loaded it would quit loading and say "Windows did not load properly."

Regretfully, I was not able to repair this with the tools that I had on hand and had to refer this to Clay Computer Central, Brazil, IN. The City regretfully needed to incur an expense in the repair of this computer in order to preserve his files.

Although there was the implication that the problems were partly caused by power fluctuations during this ice storm, there was stronger evidence to suggest that viruses or other malware had also affected his computer.

This conclusion is due to the fact that his computer is a repurposed one that had been in City Hall. When it got repurposed, something got overlooked. The antivirus software was extremely out of date. It relied on being connected to the City's network in order to receive updates. I had noted this the last time I was at the City garage prior to the ice events and was going to investigate other antivirus programs for this computer when the ice events forced the repairs at Clay Computer Central. The technician there also wanted it uninstalled as well. However, the uninstall function required a password. I didn't know it and had to refer to the technician to another City employee for this.

They also copied the needed programs and user files of the hard drive to a completely new drive since the installed drive was very old and they felt it was at risk for failure.

The computer was successfully repaired and I was satisfied with the repairs. Microsoft Security Essentials was installed as the security software and I am satisfied with it. I am satisfied (as of this time) that his computer will useful to him.

RECOMMENDATIONS

First: I find it highly advisable that if a computer at any of the City's remote locations does not have to be running 24/7, then it would be **highly recommended** that it be shut down at the end of the day, and especially if a thunderstorm or ice storm should be forecast to come through the community. Shutting computers down at the end of the day also allows the computer to do "housekeeping" and get rid of temporary items.

Second: If a computer is to be repurposed (and it is a fine thing to do) **steps must be taken** to ensure that **all needed programs** function properly on said computer without the support of the City's network. Substitute programs (such as antivirus ones) should be

found & installed if needed.

Third: All City computers at remote locations should have antivirus/security software. It should be up to date.

I welcome working with the needed city employees to make all of this possible and to ensure that the City's computing systems can remain useful.

Thank you.

Michael Cashman